

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: **CERTIFIED Police Officer**

II. NATURE OF EMPLOYMENT:

Hours/Per Week: **40**

Starting Rate: **\$24.15 – 27.13 per hour**

A. Permanent **X**

D. Temporary

B. Full-time **X**

E. Part-time

C. Seasonal _____

F. Benefits **Full**

G. Other

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS **April 19, 2013**

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Mayor's Office, ext. 220

B. FOR RETURNING APPLICATIONS
Mayor's Office

VI. ISSUING PARTY: Karen Morton
Human Resources Director

VII. POSTING DATE: **April 4, 2013**

Qualified disabled persons who with reasonable accommodations, can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by: _____
Director of Human Resources

Approved by: _____
Director of Finance

Approved by: _____
Mayoral Assistant

DRAFT

Town of Ledyard Police Officer

NATURE OF WORK:

The professional and complex nature of the work will require all sworn Officers to have and maintain certain qualities to ensure that the safety of the public is protected and enhance the objectives of the Ledyard Police Department. A Ledyard Police Officer maintains the peace, protects the rights of persons and property, guards the public health, and enforces all laws and ordinances coming under the jurisdictions of the Ledyard Police Department. He/she is further required to ethically and legally perform a wide variety of duties in a diligent, dependable, honest, and competent manner that communicates *respect, loyalty and honesty* within the Ledyard Police Department and the public for which he/she serves. The work requires the Officer have thorough knowledge, skill and ability in every phase of the law enforcement services provided by the Ledyard Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor, the Ledyard Chief of Police and/or Ledyard Resident State Trooper within governing laws, regulations and ordinances. Should the town form an independent police department the officer would work under the general supervision of the Police Chief, and in all cases would receive daily direction of the Executive Officer, Sergeants, and/or patrol supervisors.

ESSENTIAL FUNCTIONS:

A Ledyard Police Officer performs duties including, but not limited to, the detection and prevention of crime, as well as other duties concerning the protection of persons and property including times of an emergency nature. Performs the duties and responsibilities of specific rank and/or assignment as determined by the administration of the Department. Exercises proper and reasonable judgment and discretion in the performance of the duties of the position/rank. Establishes and maintains effective and courteous working relationships with fellow police officers and staff, public officials, the general public, and other departments including Federal, State and local agencies. Relates to the public and fellow employees in a helpful, friendly and professional manner.

Promptly appears at required events or assignments that include, but are not limited to, training, hearings, court, and public and civic events. Prepares oral and written reports as required. Regular and consistent attendance is a requirement of this position. This job description does not imply or guarantee that these are the only duties of the position of a Ledyard Police Officer. Officers will be required to perform other job-related duties as requested by their supervisor.

QUALIFICATIONS PROFILE

Knowledge, Skills, & Ability

- The ability to enforce Federal, State, and Town laws and ordinances.

- Thorough knowledge of modern techniques of law enforcement, crime investigation and control.
- Knowledge of English to speak, read, understand written and verbal orders, and prepare reports. Ability to use the telephone.
- Ability to follow instructions in written, oral or diagrammatic form, without consistent direct supervision.
- Ability to make difficult decisions within deadlines in an environment of limited resources and competing claims.
- Ability to prioritize, organize, and perform work independently and to assume responsibility for the completion of assigned duties.
- Ability to learn and adapt to new tasks and assignments.
- Ability to deal firmly, effectively, and impartially with members of the public and within the Department.
- Ability to work harmoniously, cooperatively, courteously and as part of a team.
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to work long hours, any portion of a twenty-four hour day, including weekends and holidays.

*****The duties listed above are intended only to be illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*****

Experience & Training

Employment is contingent upon "certification" as a police officer by the State of Connecticut Police Officer Standards and Training Council (POST). Employees must meet all requirements and standards as set forth by POST and the Ledyard Police Department including, but not limited to, pre- and post-entrance examinations, as necessary or required.

Physical Demands

Physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of a Ledyard Police Officer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Prior to employment, the employee must pass a physical and psychological examination, including drug testing, and physical agility testing as prescribed by POST.

To perform the essential functions of this job, the employee must meet the physical demands to perform the duties of a Ledyard Police Officer, the employee is frequently required to do the following: speak; hear; stand; walk; run; push; pull; bend; lift commensurate with the position; twist; stoop or crouch; sit; climb stairs at various levels; use hand, fingers and wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of a Ledyard Police Officer, the employee frequently works in outside weather conditions. The employee may be exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, vibration,

and/or precarious situations. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used.

A Ledyard Police Officer must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of injury to person and others. Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress. A Ledyard Police Officer may occasionally have to function in situations where they are subjected to aggressive physical and/or verbal behavior.

LICENSE OR CERTIFICATE:

Valid Motor Vehicle Operator's License
State of Connecticut Police Officer Standards and Training Certification

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*****

Adopted by the Ledyard Town Council on _____

Linda C. Davis, Chairman

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